

**OFFICE SAFETY CHECKLIST**

- ☐ 1. Is there an active safety and health program in operation?
- ☐ 2. Is one person clearly responsible for the overall activities of the safety and health program?
- ☐ 3. Is there a procedure for handling complaints regarding safety and health?
- ☐ 4. Do you know how to locate the nearest doctor or hospital?
- ☐ 5. Are emergency numbers posted?
- ☐ 6. Are first aid kits easily accessible to each work area?
- ☐ 7. Are you familiar with basic first aid procedures in case of an emergency?
- ☐ 8. Are all work areas clean and orderly?
- ☐ 9. Are floor surfaces:
  - ☐ clean
  - ☐ dry?
  - ☐ level?
  - ☐ in good condition?
- ☐ 10. Are carpets:
  - ☐ well secured to the floor?
  - ☐ free of worn or frayed seams?
- ☐ 11. Are aisles and doorways free from obstructions to permit visibility and movement?
- ☐ 12. Are there sufficient exits to permit prompt escape in case of emergency?
- ☐ 13. Are all exits clearly marked and visible?
- ☐ 14. Are emergency exits adequately lighted and free of debris?
- ☐ 15. Do you know where emergency exits are and how to reach them?
- ☐ 16. Are stairways in good condition and covered with skid-resistant materials?
- ☐ 17. Do you know where fire extinguishers are and how to use them?
- ☐ 18. Do you know where fire alarms are?
- ☐ 19. Are you familiar with fire evacuation procedures for your building and what to do in case of fire in your area?
- ☐ 20. Are electrical appliances and equipment in good condition and properly grounded?
- ☐ 21. Are a sufficient number of outlets available to eliminate overloading of circuits?
- ☐ 22. Are file cabinets arranged so that drawers do not open into aisles? Can only one drawer be opened at a time?
- ☐ 23. Are chairs in good condition with no loose casters?
- ☐ 24. Is your desk free from cluttered books or materials?
- ☐ 25. Is furniture free from sharp edges, points, and splinters?
- ☐ 26. Are all belts, wheels, fans, and other dangerous moving parts of machinery adequately guarded?
- ☐ 27. Is your office equipped with a step stool or ladder so that you can safely reach overhead objects?
- ☐ 28. Are you familiar with the correct way to use a ladder?
- ☐ 29. Are all office tools (pens, scissors, staplers, etc.) kept in their proper places?
- ☐ 30. Are photocopying machines placed in well-ventilated rooms away from workers' desks?
- ☐ 31. Are you properly trained in the safe use of photocopying machines?
- ☐ 32. If you work with hazardous substances such as cleaning fluids, are you aware of the related hazards?
- ☐ 33. Are hazardous substances properly stored?
- ☐ 34. Are work areas properly illuminated?
- ☐ 35. Does the ventilation system deliver quality indoor air?
- ☐ 36. Are noise levels within acceptable levels?
- ☐ 37. If you use a video display terminal (VDT), are the keyboard, table, screen, and chair adjustable?
- ☐ 38. For VDT users, are work breaks and variation of tasks incorporated into work schedules?
- ☐ 39. Are you trained in proper lifting techniques?